

**Truancy Reduction Program Administrative Assistant**  
Job Description

**Salary:** \$32,853.00

**Position Type:** Regular Full Time/Grant Funded

**Closing Date:** September 21, 2016

**Office Location:** Princess Anne, MD transitioning to Salisbury, MD by January 1, 2017.

**Position Overview:**

Provides administrative support to the Truancy Coordinator and Truancy Case Manager by ordering supplies, tracking expenses and maintaining the office budget; entering data into databases; retrieving docket information for truancy cases in the four courts of the First Circuit (Dorchester, Somerset, Wicomico and Worcester) participating in the Truancy Reduction Program; submitting biweekly time reports for payroll; answering phones and taking messages; and attending truancy proceedings to assist as needed.

**Essential Functions:**

1. Prepare, post and email truancy court dockets to each county's stakeholders at or about 10 days prior to the court date.
2. Order office supplies, including program incentives. Prepare and process payment authorization using automated system (Edmunds).
3. Prepare reports for mileage reimbursement for office staff and submit biweekly time reports for office staff.
4. Answer phones and take messages for Truancy Coordinator and Truancy Case Manager.
5. Email and/or fax court dockets for Truancy Reduction Program to agencies supporting the program.
6. Maintain contact information (e-mail, phone, address, name, position) for agencies and departments needed for the program.
7. Prepare truancy related forms and documents.
8. Attend truancy court proceedings, on occasion, if needed.
9. Conduct all communications (oral or written) with work colleagues and stakeholders in a prompt and friendly manner.
10. Perform other duties as assigned. This position is one of three in a small office so it is essential that this employee have the knowledge of the duties performed by the others and to fill in as needed.

11. Conduct periodic review of supplies such as printed court orders, incentives, supplies, educational material or public outreach items and advises the truancy coordinator when supplies need to be purchased or replaced.

### **Supervision Received**

While this position serves at the pleasure of the First Circuit's administrative judge, the Truancy Coordinator provides general guidance and supervision.

### **Supervision Exercised**

None.

### **Qualifications & Skills**

#### **REQUIRED:**

Two years of post-high school education with courses related to financial and computer matters.

Two years' experience in an administrative support position.

Demonstrated proficiency in Microsoft Office Suite, email and other computer software and databases.

#### **PREFERRED:**

Prior experience in the legal system, social services, education or related field.

Knowledge of court operations and terminology.

### **Physical Demands**

The successful applicant for this position must be able to transport large stacks of files, backpacks filled with incentives and other large or heavy items on occasion.

### **Travel**

The successful applicant for this position may be required to travel to court hearings, meetings and events throughout the jurisdiction of the First Circuit on occasion, usually in the absence of the Truancy Coordinator or Truancy Case Manager. Reliable transportation is required.

Send cover letter and resume with references to Hon. Brett W. Wilson, c/o Heather R. Bryan at PO Box 923, Cambridge, MD 21613 or via email at [heather.bryan@mdcourts.gov](mailto:heather.bryan@mdcourts.gov)

The Courts of the First Judicial Circuit are drug free workplaces. They do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, disability or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request. A criminal background check and drug screening will be required before the successful applicant is hired. The employer reserves the right to reject any or all applicants, re-advertise and/or withdraw the position.